

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Construction Technical Coordinator 2

District Operations - Construction

\$66,612 annually

Job Overview

The Construction Technical Coordinator 2 supports Divisions, technical disciplines, Project Teams, and the Region Quality Sections with project-specific and program-wide construction project administration activities, data analysis and reporting, and contract compliance and fulfillment. This position guides Project Teams in identifying and resolving technical challenges that arise during construction and ensuring the sustainability of the Department's Work Program.

The Construction Technical Coordinator 2 position ensures Department policies, technical guidance, construction administration guidelines, and procedures are incorporated into construction inspection documentation and project administration activities for those projects having the highest degree of risk for the Department. This position optimizes productivity by balancing office tasks with fieldwork to ensure critical issues are prioritized and resolved. The Construction Technical Coordinator 2 uses computer programs to complete required construction administration duties and independently develops reports, technical drawings, and required data analytics. This position must effectively articulate construction administration concepts and documentation through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support the Construction Team Lead and Project Teams in the efficient delivery of TDOT's Work Program by providing administrative and technical support within a construction office. Facilitate the project documentation workflow, assist the Project Office with project coordination activities, including seasonal workloads, and ensure office functions operate efficiently.

Integrate Quality Management into all deliverables by performing audits that ensure construction project documentation requirements and deliverables comply with relevant standards, regulations, policies, and procedures. Perform quality assurance for Technical Coordinator 1 deliverables, documentation requirements, and appropriate records retention per TDOT policy. Perform a review of construction plans for critical concerns in construction phasing that could lead to significant consequences during and after construction.

Perform project closeouts as required by Federal and State agreements to ensure all invoices are paid timely and accurately, all unused funds are released for use on other projects, and any monies due to TDOT are captured before contract time and financial

bonding guarantees are released. Complete all required documentation needed for HQ to formally release the bond. Operate equipment necessary to collect, analyze, and present data.

Provide administrative oversight and assist in compiling all required documentation for prompt payment to the contractor, including documenting daily activities, verifying activities are in alignment with contractual obligations, reviewing progress estimates, validating certified payrolls, and ensuring there are no material discrepancies. Analyze data and project information to ensure accuracy. Effectively use applicable software for data entry and documentation storage.

Manage project documentation, including contracts, change orders, plans revisions, project updates, daily work reports, materials and testing requirements, and technical submittals. Assist the Resident Engineer in identifying errors or concerns related to estimates or discrepancies in documentation. Maintain organized files and records of project activities, correspondence, and reports. Prepare, review, and process reports, correspondence, and technical documents as required. Update and maintain project databases and filing systems to ensure the accuracy and accessibility of information. Support safety and risk management practices by maintaining safety records and assisting with safety audits. Operate equipment necessary to collect, analyze, and present data. Support Region Business Solutions as part of the accountability measures needed to procure, receive, and pay for items.

Collaborate with the Construction Team Lead to assist the TDOT Technical Training Director in the development of training, tools, and guidance related to the administrative and technical elements of construction project activities. Address acquired knowledge and emerging technologies for the purpose of driving consistency statewide, creating a stronger understanding of construction administration elements as they relate to the transportation industry, inspiring new ideas, and developing skills.

Remain current on construction trends, new processes, and technologies. Participate in the development of procedures with other TDOT Divisions to pilot these technologies in an effort to increase the efficiency of administrative and technical support elements for construction projects. Document common errors associated with project closeout and documentation activities and collaborate with District Operations to implement effective solutions that optimize the process.

When required, provide field assistance for construction oversight, testing, and administration activities related to contractor contract compliance, issue resolution, documentation of work accomplished, work zone safety and compliance, and incorporation of safe practices into all daily activities.

Provide exceptional customer service to project stakeholders by maintaining and facilitating the sharing of construction data and acquired knowledge with Project Teams, the Region, and statewide stakeholders. Ensure construction data is easily accessible and organized. Exercise effective listening skills and communicate effectively.

Qualifications

- Associate's or bachelor's degree
- 4 years of demonstrated competency in construction, project management, billing and invoice payment, or a related technical discipline.

OR

- Education equivalent to graduation from high school
- 6 years of demonstrated competency construction, project management, billing and invoice payment, or a related technical discipline.

Ideal Candidate

The Construction Technical Coordinator 2 brings an advanced skill set, enhancing program-wide construction administration processes. With a solid foundation in construction principles, this role excels in meticulously managing extensive files, ensuring accuracy and organization. As a seasoned team collaborator, the Technical Coordinator 2 thrives in environments that value collective effort and expertise, driving projects toward success. Their adept communication skills are pivotal in articulating complex technical details to the team and stakeholders with clarity and precision.